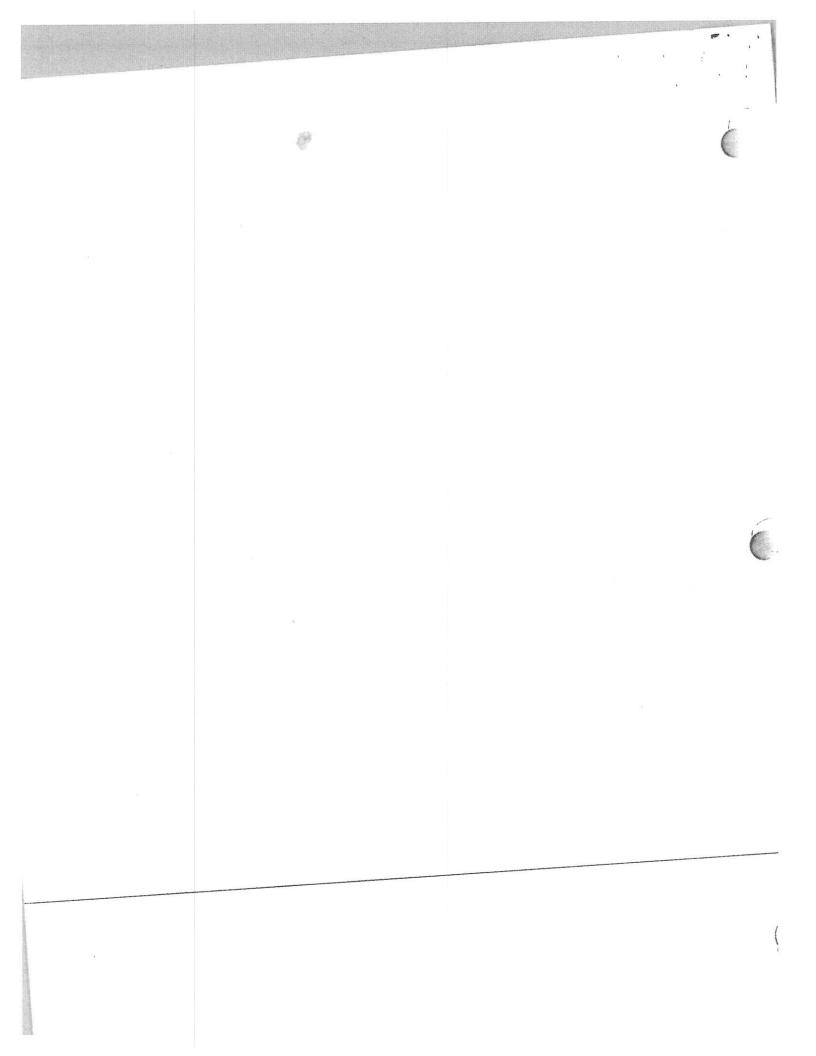
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PROGRAM ANALYST GS-343-13

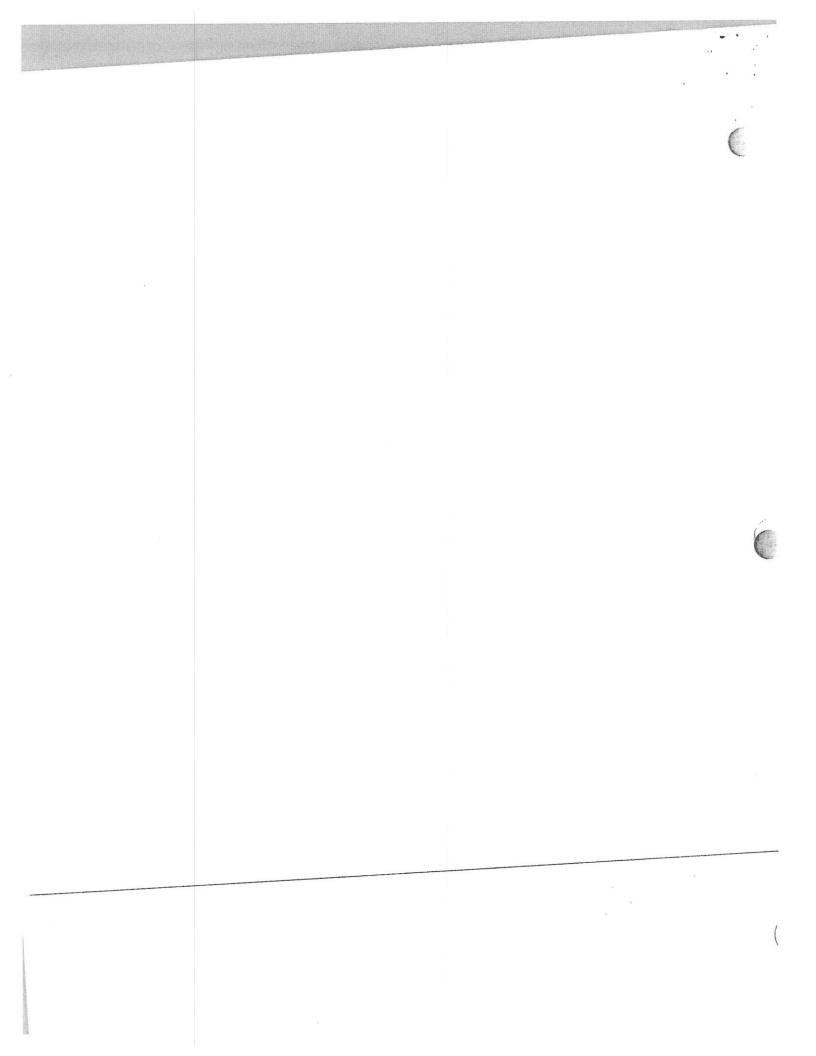
I. INTRODUCTION

This position is located in the Planning, Innovations and Accountability Section; Planning and Environmental Accountability Branch; Office of Policy and Management. The incumbent will serve as an expert on community projects and collaboration such as CARE, supporting national workgroups and participating in HQ teams. The incumbent leads activities related to targeting and analysis, strategic planning, and healthy communities including analysis of the impact of EPA translate targeting data at the program and community level to ensure environmental protection. The incumbent will have a role in influencing regional and national policies.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A Leads a full range of activities related to strategic analysis and program planning. This includes providing guidance to programs and communities related to environmental problem identification, based on risk and other factors, and preparation of plans in conjunction with EPA's sustainable incumbent's time. Collaboration and facilitation of community groups and media program staff in Region 4 will play a large role in the achievement of community goals.
- Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental protection, and environmental management issues. Evaluates and analyzes ways to improve connections to businesses or other entities in the community.
 Develops place and analyzes are the community.
- C. Develops plans, reviews data and provides expert and highly technical assistance on interpretations of data on matters related to a specific sustainable or regional priority targeted area. Assists communities in implementing their project plans and completes analyses of existing or new data in the process.
- D. Conducts analytical studies, evaluations ranging in scope from national and regional to state and site specific. Subjects range from operational effectiveness of a single program to long-range program effects of environmental actions and policies, economic, and social impacts.
- E. Perform Project Officer Duties and responsibilities consistent with National and Regional goals, objectives and policies. As a certified Project Officer for financial assistance agreements (including interagency agreements), the incumbent is responsible for reviewing grant applications, negotiating scopes of work, recommending grant actions, preparing accurate and complete Management Office (GMO).

The incumbent is responsible for monitoring commitments, outputs and/or core measures contained in the grant agreement for compliance with grant terms and conditions and to ensure performance is such that the Agency receives that for which it has expended funds. Documentation of the official project file is also a Project Officer responsibility.



Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points

Mastery of the application of a wide range of qualitative and quantitative methods for the assessment and improvement of complex management processes and systems.

Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs.

Knowledge of EPA program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating program accomplishments. The work requires knowledge of relationships with other programs and key administrative support functions within EPA or in other agencies. Knowledge is applied to the design and conduct of comprehensive management studies where the boundaries of the studies are extremely broad and difficult to identify in advance. Study objectives are to identify and propose solutions to management problems which are characterized by their breadth, importance, and severity, and for which previous studies and established management techniques are

Skill in communicating clearly, concisely, and diplomatically so that the RA and other senior managers are fully aware of problems, issues and alternatives to their solutions. Serves as an expert on community project implementation, planning and facilitation, providing input to national policies as part of the CARE

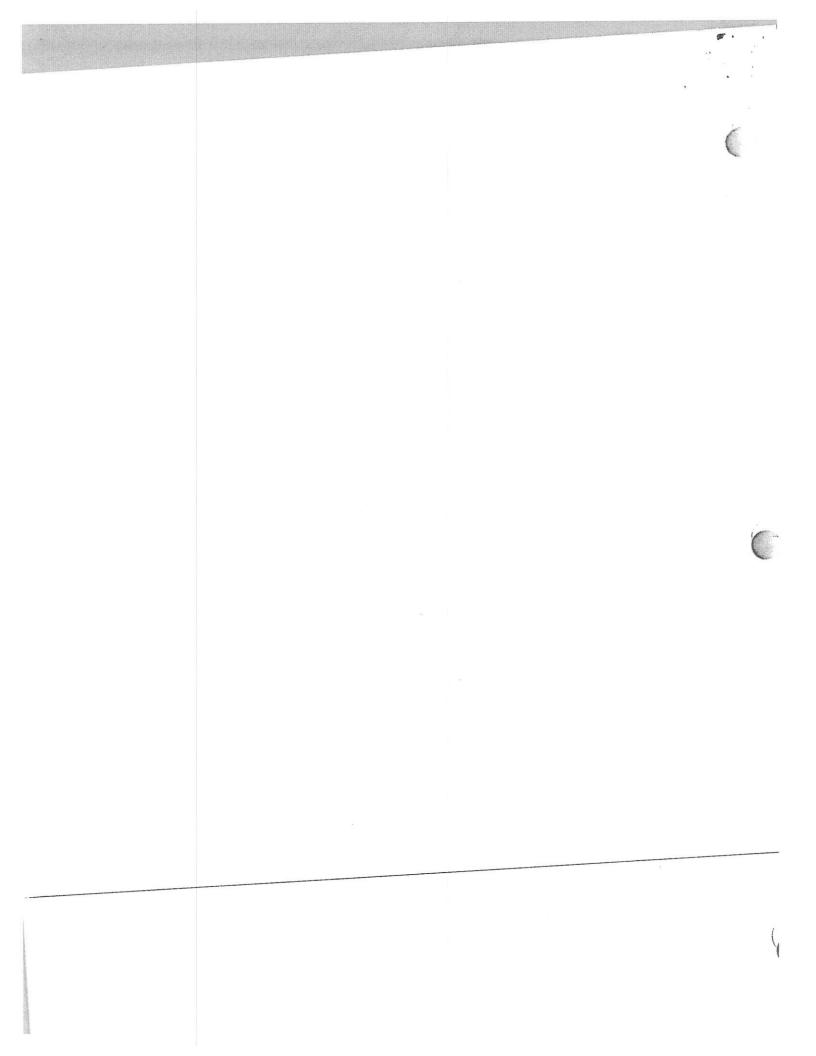
Ability to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or

Factor 2-4 Supervisory Controls 450 Points

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3-4 Guidelines 450 Points

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.



Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5-5 Scope and Effect 325 Points

Analyzes and evaluates major administrative aspects of substantive, mission-oriented programs. Develops long-range program plans, goals, objectives, and milestones or evaluates the effectiveness of programs conducted throughout an agency, or a regional structure of equivalent scope. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Develops new ways to resolve major administrative problems or plans the most significant administrative management aspects of professional or scientific programs. Develops administrative regulations or guidelines for the conduct of program operations or new criteria for measuring program accomplishments. Study reports contain findings and recommendations of major significance to top management of the agency, and often serve as the basis for new administrative systems, legislation, regulations, or programs.

Factor 6-3 Personal Contacts 60 Points

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts

Factor 7-3 Purpose of Contacts 120 Points

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

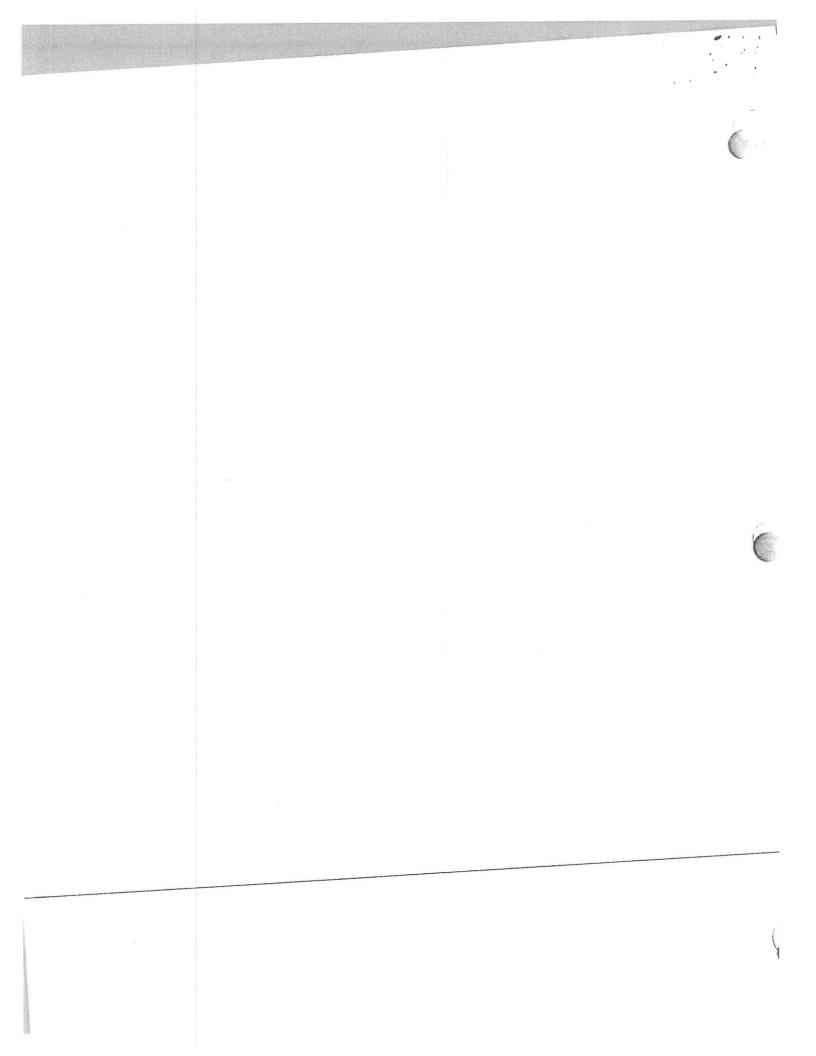
Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9-1 Work Environment 5 Points

al without

Work is typically performed in an adequately lighted and climate controlled office. May require



Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% PD

None	Ma	rcentage of Time Spent on Extramural Resources
Name Deborah Carter	100	
	XX	Tills position has no extraminal
Position Number 10040		management responsibilities.
Position Number 10040		
		Total extramural resources management dutie
Title Program Analyst		occupy less than 25% of time.
Title Trogram Analyst		
		Total extramural resources management dutie
		Those I is
		indicated below and described in the position
		description.
Series/Grade GS-0341-13		
Series/Grade GS-0341-13		
	-++	Total extramural resources management duties
		The state of the second of the second
		description.
then this checklist is used as an amendment to		description, the following signatures are required:
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Pre-application/Application:		problems/issues
Prepares solicitation for proposals		Participates in decisions/actions to ensure
Identifies potential grantees for area of program		successful project completion and in decisions to
emphasis	1	impose sanctions
		Approves payments requests or ACH drawdown
Makes initial determinations (whether project is		Reviews requests for modifications, additional
procurement or assistance, whether agency has	3	funding etc. and moleculations, additional
legal authority, whether applicant is eligible,		funding, etc., and makes recommendations to Grants Management Office
whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants	3	Reviews Cost/P : (1
Total in the application of annihant		Reviews Cost/Price/Analysis for recipient
Workplatt/activities/bildnet and compliance it		contracts/change orders (Superfund only)
regulations and quidelines and negotiates		villet flecessary, recommends termination of the
L I WILLI ADDICANT		1 agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office
	1	GOTTINISURGIVE AND TINANCIAL ISCURA
The state of the s	21	Conducts periodic reviews to ensure compliant
	-	- man agreement
Negotiates level of funding	-	Other (list)
Conducts site visits to evaluate program capability	\dashv	Close-out:
	-	Codification (Codification)
Informs applicants of funding decisions Other (list)	_	Certifies deliverables were satisfactory and timely
Other (list)	_	
ward:	-	I I I I I I I I I I I I I I I I I I I
	_	
Prepares funding package, including Decision	-	I TOUTIES TECHNICAL OF CLOSE OUT TO THE
	-	To stains legal assistance it necessary to read
Obtains concurrences/approvals	-	The striplette cluster and
interiews/concurs in completed decument	-+	If project is audited, responds to issues and ensures
Establishes project file Other (list)	\dashv	recipient complies with audit recommendations Other (list)
Monitors recipient's activities and progress Reviews reports and deliverables and notifies		Percentage of Time Spent on Grants/Cooperative Agreements Management
I COIDIGIII III I I I I I I I I I I I I I I	\dashv	%
Provides technical assistance to recipients	\dashv	
rt 3. Interagency Agreements Duties		
e-Agreement:		
Plans and negotiates work effort		Monitors cost management and overall technical
Latinates costs		
Obtains funding commitments	+	Participates in decisions about project
irrepares commitment notice	$+\!\!+\!\!-$	inodification/termination
VVIITES OF reviews scope of work	+	Conducts periodic review of Superfund State
INESPONDS TO Dre-agreement inquisis		pointracts payments receipts (Superfund and)
i diticipales III pre-agreement confe-	++	- Interests and accepts deliverables
Tooldinates will appropriate stoff in day	+	Other (list)
madpoindelli Government Coct Eating at 100	10	ose-out:
	101	
Total Colling I Still British Collis	+	Reviews final report
renorms technical evaluation of work plan and	++-	Decides on disbursement of equipment
	++-	interesting bayments with work now
Prepares funding package and obtains necessary concurrences	++-	Treviews Superium State Contracts to answer 5 !!
	+-	- I om buiselifelit (Superfling only)
Other (list)	+-	Certifies deliverables
	+-	Resolves close-out issues with Grants Management
	+-	To moor out of age ICV
ect Management/Administration:	-	Other (list)
Reviews progress reports/financial reports	1	centage of Time Spent on Interagency Agreements
progress reports/financial reports	-	